

BUILDING INSPECTOR

Job Summary

Performs inspections of all structures to verify their conformance with all applicable codes and ordinances adopted by the Town of Merrimack.

Supervision Received

Works independently and with minimal guidance under general supervision of Building/Health Officer.

Supervision Exercised

In the absence of the Building/Health Officer, Building Inspector signs building permits.

Examples of Duties

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

1. Plans, organizes, and coordinates the daily scheduled inspections.
2. Inspects residential, commercial, and industrial construction, repair, alteration, enlargement, removal, demolition, maintenance, and occupancy of buildings and structures for their compliance with approved construction plans and all applicable codes and ordinances.
3. Explains to contractors, builders, electricians, plumbers and home owners why some aspect of the inspected work has failed inspection, what code is involved or what principle of framing, plumbing or electrical has been violated.
4. Works with Fire Department personnel in examining fire damaged structures.
5. When the Building/Health Officer is unavailable, inspects test pits and septic systems during their installation.
6. Provides back-up for septic system inspections in absence of the Health Officer.
7. Maintains a daily written log of inspections performed.
8. Meets with contractors, builders, and home owners as requested.
9. Reports all refusals to comply with applicable codes to Building/Health Officer.

10. Attends assigned courses, seminars, or conferences.

Performs other duties as required.

Knowledge, Skills and Abilities Required

Comprehensive knowledge of the International Building Code, International Residential Code, International Mechanical Code, International Plumbing Code, International Energy Conservation Code, and International Fuel Gas Code as published by the International Code Council. In addition, knowledge of National Electrical Code, National Fire Protection Association (NFPA) Number 101, Life Safety Code, NFPA 1 The Uniform Fire Code, State of NH Codes as amended and septic system inspection procedures. Knowledge of or experience in various techniques for constructing energy efficient houses, including active/passive solar as well as earth sheltered structures; thorough knowledge of property line set-backs; ability to read and understand architectural and engineering drawings; ability to establish rapport with builders, contractors, home owners, other departments' personnel and the general public; possess computer knowledge and be familiar with Microsoft Office Suite. Must have skill in writing readable, understandable English, and making oral presentations; physically equal to the demands of rough terrain, climbing ladders, high summer heat and humidity, and sometimes bitter, winter cold; ability to plan, organize and manage the day's work and inspection schedules; ability to maintain cordial relationships with builders and home owners at all times.

Minimum Qualifications Required

High school diploma or GED with a minimum of five years experience as a building inspector. In addition to field experience, excellent knowledge in commercial and residential electrical, framing, septic and construction of single/multi-family and multi story buildings. Associates degree in electrical, plumbing, architectural drawing, or building technology is preferred. An equivalent combination of education and experience will be considered.

Working Conditions

Assignments involve work ranging from paper work in the office to field work in every kind of weather under varying degrees of physical stress, such as climbing multi-story buildings to examine roof, or descending into holes, basements, or test pits.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others.

Hearing: Necessary for communicating with others and conducting proper inspections.

Sight: Necessary for doing job effectively and correctly.

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive Hours

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

Total Hours

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

ENVIRONMENT: Inside: 40%

Outside: 60%

EQUIPMENT USED: Computer, telephone, copy and FAX machine, calculator, two-way radio, pager, automobile.

HAND MANIPULATION

Grasping: Often required.

Handling: Often required.

Torquing: Seldom required.

Fingering: Occasionally required.

CONTROLS AND EQUIPMENT: Computer, telephone, copy and FAX machine, calculator, two-way radio, pager, automobile.

LICENSURE/CERTIFICATION REQUIREMENTS:

See job description.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS: See Job Description.

Specific Vocational Preparation Requirement(s):

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

PHYSICAL ACTIVITY REQUIREMENTS

DEFINITIONS OF DURATION OF PHYSICAL ACTIVITIES

Rarely: Activity exists up to 1/8 of the time on the job.
Occasionally: Activity exists up to 1/3 of the time on the job.
Frequently: Activity exists up to 2/3 of the time on the job.
Constantly: Activity exists over 2/3 of the time on the job.

LIFT up to 10 lbs.: Frequently required.
LIFT 11 to 25 lbs.: Occasionally required.
LIFT 26 to 50 lbs.: Rarely required.
LIFT over 50 lbs.: Rarely required.

CARRY up to 10 lbs.: Occasionally required.
CARRY 11 to 25 lbs.: Occasionally required.
CARRY 26 to 50 lbs.: Rarely required.
CARRY over 50 lbs.: Not required.

REACH above shoulder height: Occasionally required.
REACH at shoulder height: Occasionally required.
REACH below shoulder height: Occasionally required.
PUSH/PULL: Occasionally required.

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally required.
Bending: Occasionally required.
Crawling: Occasionally required.
Squatting: Occasionally required.
Kneeling: Occasionally required.

Crouching: Occasionally required.
Climbing: Occasionally required.
Balancing: Occasionally required.

WORK SURFACE(S)

All indoor and outdoor conditions.